

FOR CDS USE ONLY

Request ID number	Request received by	Date
Request approved by manager		Date
Assigned to		Date
Comments		
Work reviewed by		Date
Amount of time spent on request		Date request delivered
Medium <input type="checkbox"/> Paper <input type="checkbox"/> Diskette <input type="checkbox"/> CD-Rom <input type="checkbox"/> Electronic <input type="checkbox"/> Other _____		If data were provided, date(s) follow-up contact made to inquire about data destruction
Mode of delivery <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed <input type="checkbox"/> HyperSend <input type="checkbox"/> FTP <input type="checkbox"/> Other _____		
Date requester indicated data were destroyed	Comments	